

## SERVICE CONTRACT

between

The Co-operative Federation of Australia

and

The Co-operative Federation of Victoria

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1. The object of this contract is to operate a joint Secretariat for both Federations utilising the services of Mr. W.W. Rawlinson as Executive Officer.
2. Mr. Rawlinson will continue as the full time employee of the Co-operative Federation of Australia.
3. The Co-operative Federation of Australia will make the services of Mr. Rawlinson available to perform the duties associated with the Co-operative Federation of Victoria under direction of that State Federation Council on a 50:50 basis of available time or such other apportionment of time as might be mutually agreed.
4. The Co-operative Federation of Victoria will contribute to the funds of the Co-operative Federation of Australia a mutually agreed amount in respect of contribution to salary, car expenses and office rental. For the first twelve months from commencement of this contract, this contribution will be at the rate of eleven thousand dollars (\$11,000).
5. Mr. Rawlinson will continue to be responsible to the Council of the Co-operative Federation of Australia for administration of the business of that Federation within the budgets, policies and programmes of that Council.
6. Mr. Rawlinson will be responsible to the Council of the Co-operative Federation of Victoria for the administration of the business of that Federation within the budgets, policies and programmes of that State Federation.
7. The responsibility for application of expenses within the budgets of both Federations will be that of the Executive Officer, subject to audit of each Federation's books of accounts.

8. The Co-operative Federation of Victoria will provide office accommodation for the joint Secretariat at 369 Lonsdale Street, Melbourne.
9. The commencing date for the operation of the joint Secretariat to be 1st November 1978.
10. This agreement will be subject to review after twelve months operation.

Signed

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Co-operative Federation of Australia

Signed

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Co-operative Federation of Victoria

15th August 1978

Mr. O. J. Slattery,  
Secretary,  
The Phosphate Company of Australia,  
P.O. Box 1322L,  
Melbourne, Vic. 3001

Dear Owen,

... As agreed at our meeting last week, I enclose for your consideration some suggestions relating to the duties and responsibilities of an Executive Officer of the Co-operative Federation of Victoria. I have done this rather than prepare the paper on objects and services of the Federation, as these are probably already included in your Constitution, but unfortunately I do not have a copy of that.

In my opinion it will be absolutely necessary for your Council to establish priorities for performance of duties within the time apportioned between activities of the Co-operative Federation of Australia and the Co-operative Federation of Victoria. Initially I would see by far the major part of the time being devoted to Co-operative Federation of Victoria activities in order to satisfactorily promote it.

As I see it, priority 1. would be communication with all potential members and, in the case of the major Co-operatives, by direct personal visits to Chairmen and Chief Executives and by correspondence to others where personal visits are not possible. In this latter situation group meetings might be possible. The object of this communication would be to advise the services of the Federation which would be available and to assess the needs of members and potential members which might be met by the Co-operative Federation of Victoria.

Thereafter, priority 2. would I consider be the development of programmes to meet the needs assessed in the first stage.

One of the first programmes in my opinion could be the development of a Co-operative Financial Administrators Division in Victoria, as you yourself will know the important role these officials have in their Co-operative structure.

I hope the Council will clearly understand that the figures given on page 3. of the report of our meeting of last week relate to the period 1st July 1978 to 30th June 1979. The items "Secretarial" and "Salaries" related to 1978 and the total 1979 should be bracketted as one amount covering both these items. They are shown separately in the 1979 C.F.A. figures and of course one of these is shown separately in the 1979 C.F.V. figures.

I hope the suggested paper might be helpful and if you feel it could be added to in any way, please let me know.

Yours sincerely,

W.W. RAWLINSON  
Executive Officer

Suggested  
Duties and Responsibilities  
of the  
Executive Officer  
Co-operative Federation of Victoria

1. General

Under direction of the Council work continuously to implement policies established to achieve the objects of the Co-operative Federation of Victoria as set out in its Constitution and Rules.

2. In particular

2. 1. Perform the duties of Secretary of the Council

i.e. (a) under direction of the President, convene meetings of the Council, or authorised Committees and General meetings of members,

(b) record and distribute minutes of meetings.

2. 2. Perform the duties of Manager of the Federation

i.e. (a) prepare budgets of income and expenditure for consideration and approval of the Council,

(b) control the staff of the Federation,

(c) administer the affairs of the Federation within the terms of the current approved budget and Council policy.

2. 3. Perform the duties of Executive Officer of the Federation by executing policies of the Council related to:

(a) Protection, development and rationalisation programmes for existing Co-operatives.

(b) Promotion and development of the application of Co-operative philosophy and sound business structure

by  
(i) Liaison with the State Government of Victoria political and administrative heads of Departments concerned with any aspect of Co-operative activity including specific liaison with the Co-operative Registry,

(ii) preparation and publication of newsletters, journals, reports and other suitable publicity material,

(iii) liaison with the news media,

- (iv) development of education programmes relating to both the social and economic operations of Co-operatives for Directors, Executives, Staff and members,
- (v) development of advisory and consultative services for members on Co-operative legislation, taxation, financial management and general business operations,
- (vi) development of centralised management, accounting, audit services for members,
- (vii) development of specialist library facilities,
- (viii) collaboration with relevant community organisations, e.g. small businesses, youth organisations, consumer protection, rural activities, etc.,
- (ix) liaison with educational institutions to promote the subject of Co-operation in schools,
- (x) liaison with academic institutions and Government extension services to promote research, development and application of Co-operative techniques,
- (xi) maintaining close affiliation with the Co-operative Federation of Australia.

Co-operative Federation of Australia

To: President, Co-operative Federation of Australia  
From: Executive Officer

Proposals for  
Joint Secretariat  
of  
The Co-operative Federations of Australia and Victoria

1. The resolution of Council of the C.F.A passed at the May 1976 meeting required "its Secretariat to be relocated in Western Australia by the end of December 1978, to maintain as full a scale of operations as possible with the situation to be reviewed after 12 months".

Subsequently the President advised Council by correspondence that as an alternative to relocation in Western Australia, with its disadvantage of distance from Canberra and Eastern State Co-operative activity, discussions were commenced with the Co-operative Federation of Victoria with the object of relocation of the Secretariat in that State as a joint operation to assist development of that State Federation.

2. From funds raised by the Co-operative Federation of Victoria to commence development of a State Co-operative Federation, its Council propose to allocate \$11,000 in the first 12 months operating period to fixed expenses of the Co-operative Federation of Australia. The amount is proposed to be apportioned:

Salaries	\$9,585
Rental	500
Car	915
	<hr/>
	\$11,000

The balance of the \$17,500 proposed for the joint operation advised by the President in his letter of 3.7.78 will be used by C.F.V. for its internal operations.

3. It is proposed to permanently house the joint Secretariat in the offices of Security Management Co-operative, 369 Lonsdale Street, Melbourne. Rent, lighting, cleaning, telephone, switchboard and some secretarial costs will be subsidised by that Co-operative.

Until these permanent facilities become available (anticipated January 1979) temporary office accommodation has been kindly provided by the above Co-operative at 49 a'Beckett Street, Melbourne.

4. It is proposed the Executive Officer continue in the employment of the Co-operative Federation of Australia and will perform the additional duties of Executive Officer, Co-operative Federation of Victoria, under a service contract with the Co-operative Federation of Australia, within the job specification set out by the Co-operative Federation of Victoria.
5. The proposed commencing date for this joint operation is 1st November 1978.
6. The financial implications of this joint operation are set out in the attached papers:
  - (a) Budget of income - expenditure 1.7.78 to 31.12.79
  - (b) Projected Balance Sheet at 30.6.79 and 31.12.79
  - (c) Projected Cash Flow 1.7.78 to 31.12.79.

(a) shows relative costs of 4 months operation in Canberra, 8 months operation on joint basis in Melbourne in current financial year. The Co-operative Federation of Victoria will contribute \$1,000 for the period the Secretariat remains in Canberra, in addition to the agreed contribution to the joint Melbourne Secretariat operations.

It will be seen the current 4 months operation of the Canberra based Secretariat will result in an operating loss of \$4,693 - providing the agreed dues for 1978/79 are paid in full. The next 2/3 of the financial year operating a joint Secretariat is expected to produce an operating loss of \$2,514.

The budget has been projected to the end of the first half of the 1979/80 financial year, based on the assumption that members' contribution will be at least the indicated levels for the current financial year. The C.F.V. will contribute \$1,300 for the two month period following the end of the first 12 month joint operation.

From (b) it will be observed that provision has been made for an asset loss on relocation. This refers to panelling and partitioning, curtains, carpets, air conditioner unit and sink, which represent fixtures not yet written off. Efforts will be made to sell these to an incoming tenant, but until firm closure dates are given by Council, enquiries or notice to vacate are not being discussed with the managing agents. There is a glut of office accommodation in Canberra - two other offices in this building are empty and have been for 4 and 5 months. The C.F.A. occupancy is on a month to month basis.

Wherever the Secretariat is relocated, some costs will be incurred and provision is made in (b).

If the budget is adopted and followed reasonably closely, the result could be, at the end of December 1979, a reduction of accumulated funds from \$20,300 at 1.7.78 to \$13,000.

7. The services of the Co-operative Federation of Australia will continue to be available within the limits of resources available. It is proposed these continue to be those associated with the three main objectives of the Federation, established by Council viz:
  - (1) Promotion, development, rationalisation of Co-operative activity throughout Australia, through and with member State Federations.
  - (2) Liaison with the Commonwealth Government of Australia on behalf of Australian Co-operatives.
  - (3) International Co-operative liaison.

W.W. RAWLINSON

Canberra,  
24th August 1978.